

BUILDING MAINTENANCE INSPECTION REPORT

3265

(Sept. 1999)

PURPOSES

3265.1

(Sept. 1999)

To collect building maintenance data in a uniform manner; provide a ready checklist, evaluation, and rating system; substantiate the needs for maintenance funds; and provide backup information for future Capital Outlay budget requests.

GOALS

3265.2

(Sept. 1999)

To arrange building maintenance data in an orderly and meaningful manner; assist managers in making building maintenance plans, including funding; make CDF's physical plants the best maintained possible, using all resources (time, money, and) available.

INSTRUCTIONS

3265.3

(Sept. 1999)

This information will assist in accurately completing the Building Maintenance Inspection Form [\(see exhibit\)](#)

Headings--Fill in blank spaces at top of report.

Building	Type of building, i.e., mess hall, barracks, equipment building, etc.
Facility	Name of the facility, i.e., Sunshine Forest Fire Station, Deadwood Conservation Camp, Mt. Bullion Repeater.
Location	County in which facility is located.
Age of Building	Elapsed time from construction to date of report. Date of last major repairs. Major repairs defined Last Major Repairs for this report are those that exceed 20 percent of the original cost of the building.
Last Painted	Date of last exterior paint job.

Maintenance Schedules

Posted--is a question asking for two important maintenance facts.

- Is there a plan or schedule?
- Is the plan or schedule readily available to all that accomplish and manage maintenance?

Up-to-Date--is asking if the schedule has been used and the maintenance operations accomplished?

Inspected By, Title, and Date

- By--to be printed and signed by person making report
- Title--CDF job title of person making report
- Date--fill in date of inspection

Column Headings

NO	Number of item on report, note that there are 76 items possible. Two or three spaces are left open under each section for special items not covered elsewhere. These spaces are available for use by inspectors.
Item	The identification of a particular portion or part of the building.
Does Not Apply	Column to be checked if item does not apply to the structure being checked, e.g., crawl hole, does not apply to a building built on a slab.
Good Condition	To be checked when the item is in good condition.
Satisfactory	To be checked when item is satisfactory, but does not qualify as Good Condition.
Loose/Insecure	To be checked when the item is loose or insecure.
Cracked/Broken	Check when the item is cracked or broken.
Warped/Deformed	Check when item is warped or deformed. NOTE: When more than one column applies to any item, check all that apply.
Not Operating Properly	Check when item is not operating properly.
Poor Appearance	Check when item has a poor appearance.
Inadequate	Check when an item is inadequate from any cause, such as corrosion, erosion, and describe on back of form.

Rating--Priority Rating--See note on back of form for written description instructions for items rated A, B, C, or D.

Example: Assume the first fourteen items on form are all checked in one of the first three columns, rating or description would not then be required. On the fifteenth item assume all columns are checked except the first three.

This tells us the roof is in bad shape and should be rated in accordance with the instructions. A roof in bad shape, but not endangering life, would be rated "B"--Bad, requires prompt treatment." Since the roof is rated "B," the instructions direct us to describe the item on the back of the report. On the back, at the top of the page, we would write "15.-Roof--the wood shingle roof is leaking, caused by old, weathered shingles, rusted shingle nails and severe wind damage. Suggest this building be reroofed as soon as possible. Roof area is 1400 square feet. (Building area 1200 square feet). Existing roof is four in twelve rise with five-inch exposure on shingles. The roof deck is solid and suitable for reroofing." Upon completing the description, we would turn back to the front of the form and continue the inspection.

Operation

The form is designed with the intention of enabling personnel at differing levels of skill in construction and building maintenance to complete a maintenance survey. Each item listed is a reminder to look, ask, and evaluate that item.

Evaluations should be made using "General Maintenance Standards" as a guide. The age and design of the building will have some effect on the evaluation. Another variable is the experience and judgment, in the field of building maintenance, of the person making the inspection. From the reports, managers can schedule the proper technically skilled people for more detailed evaluations and correction of the problems where required.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE
FOR FORMS/FORMS SAMPLES SITE LINK.**

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